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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

March 6, 1943

PROCESSORS BRANCH MEMORANDUM NO. 2

To: Branch and Division Chiefs

From: Josiah Fort, Acting Chief, Processors Branch

Subject: Procedures to be Observed in the Formation and Operation of
Food Industry Advisory Committees

I. STEPS IN FORMING A COMMITTEE

1. The appropriate Branch chief addresses a memorandum approved by his Deputy Director to the Chief of the Processors Branch, recommending appointment of the Government Chairman. The memorandum should contain:

- (a) Name of proposed committee.
- (b) Name and title of the appointee.
- (c) A brief statement of reasons for desiring to form the committee.

The Chief of the Processors Branch shall immediately prepare a letter of appointment for the Director's signature, unless unusual circumstances exist. If the Chief of the Processors Branch is unable to approve the recommendation, he will notify the branch chief, stating the reasons for non-approval.

2. The Government Chairman recommends appointment of the committee by memorandum approved by his branch chief to the Chief of the Processors Branch. The following information should be given:

- (a) Name of the committee.
- (b) Proposed date and expected duration of the first meeting.
- (c) Full name, title, company, and address (including street address in cities) of the recommended members.
- (d) Size of each company.
- (e) Trade association affiliation of each company.
- (f) Segment or subdivision of the industry represented by each company.
- (g) Other information which the Government Chairman desires to submit, such as Government representatives desired at first meeting, tentative program, etc.
- (h) Any other pertinent information about each company necessary to decide whether the committee is representative.
- (i) Tables substantially as follows:

(The Chief of the Processors Branch will act as advisor to the Government Chairman in preparing these data)

	Number in the Industry	Percentage of total volume transacted by +	Number on Committee	Percentage on the committee
Large Companies*	-----	(a)-----	-----	(b)-----
Medium Companies*	-----	-----	-----	-----
Small Companies*	-----	(x)-----	-----	(y)-----

(b) should not be larger than (a) and (x) should not be larger than (y).

* State how size is determined and give source of information.

+ Any other convenient "yardstick", such as labor employment, capitalization, etc., may be used.

	Percentage of total volume transacted by	Geographical distribution by volume percentage +	Information on Segments, etc.
Trade Assn. Members	East South	Midwest West	
In Industry*	(x) : a a a a	:	a
On Committee*	(y) : b b b b	:	b

(y) should not be larger than (x), a and b should be approximately the same.

* Give source of information.

+ Any other convenient "yardstick" may be used.

3. If the Chief of the Processors Branch determines that the proposed Committee membership is representative of the industry, he will issue invitations to serve, giving (when possible), the date, time, room number, tentative program, and duration of the first meeting. A prompt reply will be requested.

(a) Should he find that the committee as recommended is not representative, he will inform the Government Chairman promptly and advise what type of changes should be made.

(b) If any person declines to serve, the Chief of the Processors Branch will notify the Government Chairman and request him to furnish the name of an appropriate replacement.

4. After receiving acceptances, the Chief of the Processors Branch will prepare letters of appointment for the Director's signature.

II. CALLING MEETINGS OF ESTABLISHED COMMITTEES

When the Government Chairman desires to call a meeting of an established committee, he will address a memorandum to the Chief of the Processors Branch giving the following:

1. Name of Committee
2. Proposed date and duration of meeting.
3. Tentative program for the meeting.
4. List of Government representatives to be invited with a brief statement of reasons for desiring them, unless it is obvious from the program.

III. REESTABLISHING WPB COMMITTEES

Committees formed in the War Production Board may be reestablished by the following procedure if action is taken prior to May 1, 1943:

1. Appointment of a Government Chairman will follow receipt of the authorizing memorandum from the branch chief approved by Deputy Director, referred to in I above. No meeting date or program is required.

2. The Government Chairman addresses a memorandum, approved by his branch chief, recommending reestablishment of the committee without changes.

(a) Before making this request, the branch should closely scrutinize the committee regarding:

- i. Desirable size;
- ii. Helpfulness and regular attendance of members.
- iii. True representative character under present conditions.

(b) The Chief of the Processors Branch will reestablish the old committee without changes if this be the wish of the branch. Names of paid representatives of trade associations (not cooperatives) will be dropped.

3. Where changes are desired, the steps described in I above for formation of a new committee will be followed.

IV. DUTIES OF THE CHIEF OF THE PROCESSORS BRANCH

1. Issue invitations and notices of committee meetings.

2. Provide suitable conference rooms for meetings.

3. Provide competent reporters to prepare summaries (not verbatim transcripts) of meetings.

(a) Summaries will be submitted to the Government Chairman for corrections and approval, and after they are approved and cleared with Solicitor, they will be sent to committee members, unless the Government Chairman issues instructions to the contrary.

- (b) Summaries will be sent to representatives of other Government agencies upon instructions from the Government Chairman.

4. Unless otherwise instructed by the Government Chairman, have a suggested draft of a press release prepared by the summary writer immediately following each meeting. It is, therefore, advisable to include a discussion of the subject matter to be released as a last item on the agenda of the meeting. Copies of the proposed press release will be sent to the Government Chairman and to the Marketing Reports Division. The Marketing Reports Division will prepare the final draft and clear with the branch.

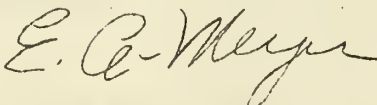
5. Supervise the preparation and maintenance of complete files on each committee and meeting thereof for the use of authorized persons.

6. Send to the Solicitor and the Chief of the Branch notice of each meeting in advance, together with a brief program of the meeting.

7. Cooperate with the Solicitor and the Government Chairman to protect committee members.

- (a) By limiting programs and discussions to the exchange of advice, information and recommendations pertinent to the functions of the Food Distribution Administration, and
- (b) By warning that, although meetings of industry with the Administration or its representatives for the purpose of giving advice and making recommendations are legal, no agreement or action of any kind should be made or taken by committee members except upon the written request of the Government Chairman, which will be made only after the proposed action or agreement has been given the necessary legal clearance.
- (c) By stating that any meeting of committee members not properly called and held in the presence of the Government Chairman may be regarded by the Department of Justice as subject to the normal operation of the Anti-Trust laws.

8. Be available to personnel of the branches for information and advice on all phases of committee work.



Deputy Director



Acting Chief, Processors
Branch